

# Capital Planning and Investment Committee

**August 15, 2022**

Pursuant to Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency and signed into law on July 15, 2022, this meeting was conducted via remote participation.

*Voting Members Present:*

Chair Nate Finch, Vice Chair Sharlene Cronin, Jeffrey Lin, Eric Ward

*Also Present:*

Tim Bragan (Town Administrator)

Meeting called to order by Chair Nate Finch at 8:02, and no public commentary was provided.

- 1) Discussion of Board Roles moving into the new fiscal year, and the responsibilities of each.

*Voted:*

- Nate Finch proposed to remain Chair, moved by SC, JL seconded, Roll Call unanimous.
- NF moves that Sharlene be Vice Chair, JL seconded, Roll Call Unanimous.
- NF moves that Jeffrey Lin be Secretary, SC second, Roll Call unanimous.

- 2) Discussion of Schedule relating to reporting to Select Board and the Finance Committee.

- Further Discussion of members availability and other scheduling matters relating to future meetings.
- (Thursdays, 9:15, First & Third weeks of the month, First regularly scheduled meeting Sept. 1)

- 3) Discussion of Capital Submittal form for FY23 and transition of process from paper to google forms, and potential modifications to questions to encapsulate to edit lessons learned from previous years.

- Request to modify process to emphasize environmental sustainability in the capital process.
- Discussion of need to substantiate requested amounts by providing a basis and/or quote
- Discussion of best practices in submittal and example completed forms, do other towns have questions that we should consider adding to Harvard's process.
- Discussion of altering questions to capture potential ongoing operational budget impacts.

- 4) Discussion of minutes from last fiscal year that need to be submitted, to be discussed at the next meeting.

Meeting Adjourned at 9:31 by unanimous consent.